



Annual Review of Academic Progress of Graduate Students: Student Form

Department of Kinesiology • Michigan State University • East Lansing MI 48824 • <http://www.education.msu.edu/kin>

Why participate in the review?

The annual review of academic progress is designed to help the student in several ways. The first step of the review, your efforts to complete the *Annual Review of Academic Progress: Student Form* will help you to self-assess your progress toward degree and toward your career objectives. In addition, your responses to the form will help you to keep your curriculum vita/resume up-to-date and will provide your advisor with information needed for writing letters of recommendation. The next step of the review, a meeting with your advisor, will help both of you to be systematic in assessing your accomplishments and your educational and professional development needs. The final step, sharing the data with the KIN Graduate Coordinator, will help the department to monitor the quality of education and advising in the master's and doctoral degree programs. The MSU Graduate School requires annual written reviews of each graduate student.

When does the review take place?

Annual reviews of graduate student progress typically occur mid Fall Semester. The KIN Graduate Coordinator will send reminders to graduate students and faculty advisors.

Instructions for graduate students

1. Prepare the report

- Download the *Annual Review of Academic Progress: Student Form* from the KIN web site. Go to "Current Students" then "Graduate Student Handbook." This form was prepared using Microsoft Word for Windows.
- Answer every question, entering "none" or "does not apply" when you have nothing to report.
- The report should be typed with the exception of the chart on first page where responses may be handwritten.
- Complete sentences are not required. Lists of accomplishments are sufficient.
- Attach your: (a) approved or proposed program plan; (b) current transcript from StuInfo – highlight courses in which you enrolled since your previous review; and (c) current curriculum vita/resume – highlight entries since your previous review.
- However, the faculty does request that you provide complete reference citations for any publications, presentations, or grants. The easiest way to answer the question about scholarly productivity is to attach a copy of your current curriculum vita/resume.

2. **Submit the report.** Reports are to be prepared on an annual basis and submitted to your advisor during the fall semester.

3. **Schedule a meeting with your advisor.** Make an appointment with your advisor during the fall semester to discuss the report. Your written report should serve as the basis for discussion about your progress toward the M.S. or Ph.D. degree and other concerns related to professional development. Your advisor should complete the faculty section of the form during this meeting, and both of you should sign the completed report. Your advisor is responsible for filing one copy, providing a copy to you, and submitting a copy (faculty form only) to the KIN Graduate Coordinator.

Name _____ PID _____ Date _____

Which degree are you seeking (circle, highlight, or underline): M.S. Ph.D.

Progress Toward Degree	Date completed	Date submitted to Grad Secy
Admission to current graduate degree program		
Guidance committee established (list members) ¹ 1. 2. 3. 4.		
Tentative program plan developed in consultation with advisor and guidance committee ▪ MS capstone: <input type="checkbox"/> thesis <input type="checkbox"/> project <input type="checkbox"/> internship <input type="checkbox"/> courses only ▪ PhD capstone: <input type="checkbox"/> dissertation		
Program plan approved by guidance committee		
Written comprehensive/certifying exam		
Oral comprehensive/certifying exam		
Dissertation/thesis/project/internship committee established (list members) ² 1. 2. 3. 4.		
Defense of dissertation/thesis/project/internship proposal		
Defense of dissertation/thesis or project/internship report		
Completion of degree		

¹ The M.S. guidance committee consists of the student's permanent advisor. The Ph.D. guidance committee consists of four members, all of whom must be regular faculty members, with at least one person from outside KIN.

² M.S. thesis committees must include three regular faculty members. M.S. internship, project, and courses only committees must include two regular faculty members. The Ph.D. guidance committee consists of four members, all of whom must be regular faculty members, with at least one person from outside KIN. The members of the dissertation committee may be different from the guidance committee.

Courses

1. Attach a copy of your approved or proposed program plan (MS students can use the form posted at http://ed-web3.educ.msu.edu/infostu/forms/MA_programplan.pdf – PhD students can obtain forms from the Graduate Secretary)
2. Attach a copy of your current transcript (go to StuInfo - <https://ntweb1.ais.msu.edu/StuInfo/>) – use a highlighter to indicate courses in which you have enrolled since your last annual review
3. Courses that you propose to take during the coming year (give semester/year, course number, and title)
4. Suggested revisions to your program plan

Professional Development

1. Progress toward earning professional credentials (e.g., Certificate in College Teaching, teacher approval in adapted physical education, PACE certification)
2. Volunteer or paid work related to career objective
3. Service on grad student/departmental/college/university committees
4. Membership in professional organizations
5. Conferences or meetings attended
6. Acquisition of technology skills
7. Other

Scholarships, Fellowships, and Graduate Assistantship Positions

1. New scholarships, fellowships, and GA positions you have received during the past year
2. Scholarships, fellowships, and GA positions that have carried over from the previous year

Teaching, Coaching, or Clinical Experiences

1. Experience teaching BIP courses (skills courses, first aid/CPR) – give course number, title, name of primary instructor, and your responsibilities
2. Experience teaching KIN professional courses (lecture-type courses for KIN majors) since previous review – give course number, title, name of primary instructor, and your responsibilities
3. Experience coaching or consulting with individual athletes or sports teams
4. Experience in clinical settings including athletic training, hospitals, etc.
5. Plans for coming year
6. Other

Research

1. Knowledge about responsible conduct of research (e.g., plagiarism, intellectual property, authorship, publication and reviewing, data management, conflict of interest, research misconduct, lab safety, protection of human subjects, use of animal subjects, and use of hazardous substances) – indicate what exposure (e.g., KIN 895, Graduate School workshop, other course) that you have to each of these topics.
2. Research skills acquired since previous review
3. Participation in research projects since previous review (give project title, name of PI, your responsibilities) – PhD students should include the research practicum
4. Plans for coming year

Scholarly Productivity

1. Attach a copy of your current curriculum vita/resume that provides complete references for publications, presentations, grants, and other scholarly products – use a **highlighter** to mark entries added since your most recent annual review
2. Describe any publications, presentations, grant proposals, and other scholarly products that are planned or in progress.
3. Other

Jobs

1. Current career objective
2. Assistance needed from your advisor in the job search

Provisional admissions: If the student was admitted to the M.S. or Ph.D. program under provisional status (e.g., needs to maintain satisfactory GPA or complete courses in KIN subject matter), what progress has been made toward removing the provisions? Has the required form been filed with the KIN Graduate Secretary?

Concerns you wish to discuss at advising session

Attachments:

1. Approved or proposed program plan
2. Current transcript from StuInfo – highlight courses taken since previous review
3. Current curriculum vita/resume – highlight entries since previous review